

**INSTRUCTIONS FOR FILLING OUT
NOTICE TO PARENT
(MINOR CHILD(REN) NAME CHANGE)**

HEADING

- Enter the name of the county where you filed the Petition.
- Enter the current first, middle, and last names of the minor child(ren).
- Enter your first, middle, and last names.
- Enter the Case Number. The Clerk of the District Court will have given you a case number when you filed the Petition.

BODY OF THE NOTICE

- In the first blank enter the minor child(ren)'s **current** first, middle, and last names.
- In the second blank enter your first, middle, and last names.
- In the third blank enter the name of the judge that will be hearing the case. The Clerk of the District Court can provide you with the name of the judge assigned to the case.
- In the fourth blank enter the county where the Petition was filed.
- In the fifth blank enter the courtroom number in which the hearing will be held. The courtroom number can be obtained from the Clerk of the District Court. In some counties there may be only one district courtroom and so it may not have a number. If that is the case in your county, simply cross out this blank.
- In the sixth blank enter the complete address (street address, city, and state) of the courthouse in which the hearing will be held.
- In the seventh blank enter the month, day, and year of the hearing given to you by the bailiff, clerk or other court personnel.
- In the eighth blank enter the time (hour and whether it is a.m. or p.m.) when the hearing will take place.

SIGNATURE

- On the first line print your first, middle, and last names.
- On the second line write your first, middle, and last names.
- On the third line enter your street address.
- On the fourth line enter the city, state, and ZIP code where you live.
- On the fifth line enter your telephone number, including the area code.

CERTIFICATE OF SERVICE

- In the first, second, and third blanks enter the day, month, and year when you mailed the copy of the Notice to the other parent.
- In the fourth blank enter the other parent's name.
- In the fifth blank enter the other parent's full address, including street address, city, state and ZIP code.
- In the last blank sign your name.